



JOB DESCRIPTION

Position Code: 185
Work Group: Certificated
Salary Range: 18
Work Days: 195
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POSITION TITLE: Lead Counselor

DEFINITION: Participate in the coordination and guidance of district K-12 counseling, including implementation and oversight of educational support services related to district's Guidance Plan; Serve as a liaison between program initiatives and school sites related to academics, career and college guidance, social-emotional development of students.

DIRECTLY RESPONSIBLE TO: Site administrator, program administrator, or designee

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Implement a district School Counseling Guidance Plan including evaluation and adjustments.
2. Participate in the planning and coordination of the district guidance priorities to the schools, including Expected Annual Measurable Outcomes (Access, Grad Rates, College Readiness, Dropout Rates, and Pupil Outcomes).
3. Assist with and collect necessary documentation to support the required yearly, district, state, and federal accountability processes.
4. Plan and facilitate monthly meetings and professional development for counseling staff at all levels (elementary/K-8, middle and high school).
5. Communicate to all counseling staff on a regular basis (via newsletter, Schoology, website, etc.).
6. Collaborate with counselors and site administrators to improve guidance and counseling services to students, including attendance at a variety of meetings as assigned; maintain the agenda for and chair district meetings.
7. Serve as a counselor liaison to various district department and program personnel; serve as a liaison to school personnel, community agencies, business, families, community colleges, universities and other organizations.
8. Oversee educational support programs as assigned, including but not limited to Naviance, credit recovery, summer school, and related support services.
9. Identify, research, and implement tools and instruments to identify, assess and interpret student aptitude and college/career interests; provide professional development to staff in order to effectively employ these tools.
10. Promote classroom integration of district School Counseling Guidance Plan.
11. Support and facilitate data collection for evaluation of guidance programs and state/federal mandates.
12. Provide on-going support to school staff in relation to federal, state, and district policies, including accessing information and coordinating with district support services.
13. Provide assistance with following federal, state, and district policies and procedures.
14. Provide staff development for issues related to students and families.

Lead Counselor

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QUALIFICATIONS

Education and Experience:

Four years of successful school counseling experience. Consideration given to candidates with teaching experience.

Licenses and Certificates:

- Possession of a valid credential issued by the California Commission on Teacher Credentialing or equivalent which authorizes pupil personnel services as a School Counselor

Knowledge, Skills, and Abilities:

- Knowledge of the fundamental principles and accepted practices, current trends, literature, and research related to counseling
- Knowledge of applicable laws, codes, regulations, policies and procedures
- Knowledge of record-keeping and report preparation techniques
- Ability to plan, organize, prioritize, and manage time
- Ability to communicate effectively with students, parents, peers, administrators, and other district personnel, both individually and in a group
- Ability to establish and maintain cooperative and effective working relationships with others
- Possess a positive attitude towards students, learning and teaching

Health

- Physical and mental fitness to engage in teaching service as certified by a licensed physician, surgeon, or medical officer (CA Education Code section 44839)
- Evidence of freedom from active tuberculosis (CA Education Code section 49406)

WORKING CONDITIONS

Work Environment:

- Indoor classroom environment
- Continuous contact with staff, students, and the public
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions
- Sufficient vision to read printed material
- Sufficient hearing to conduct in-person and telephone conversations
- Sufficient physical mobility to move about the district and drive a car

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 6/29/2016